

DELAWARE MANUFACTURED HOME RELOCATION AUTHORITY

Rom 113, Tatnall Building
Dover, Delaware

Minutes of May 18, 2005

IN ATTENDANCE:

Authority: Stevan D. Class (Chairman)
 Jerry Heisler (Reybold Group)
 Caron E. Thompson (Hudson Management)
 William Reed (DMHOA)
 Ken Fuchs (Barclay Farms)

Attendees: Dirk Durstein, Esquire (Department of Justice)
 Dane Listug-Lunde (McBride Shopa)
 Jen Allen (Administrative Asst., First State Manufactured Housing Assoc.)

Legal Counsel: William A. Denman, Esquire

I. CALL TO ORDER:

Chairman Class called the meeting to order at 1:18 p.m.

II. REVIEW AND APPROVAL OF MINUTES OF LAST MEETING:

Chairman Class presented the minutes of the April 13, 2005 meeting for comments and corrections. Ms. Thompson made a motion to accept the minutes as proposed. Mr. Reed seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

III. OLD BUSINESS:

A. REPORT ON EMPLOYMENT ISSUES

The First State Manufactured Housing Association will provide office space as needed for the Authority's Administrative Assistant, Leslie Carello Bird, to meet in person with applicants, vendors, etc.

A motion was made by Mr. Reed to authorize Leslie to open a credit card account at Staples to purchase equipment and supplies as set out in her memo to Chairman Class dated May 11, 2005, and further, that Leslie apply for and

receive mileage reimbursement on a monthly basis at the rate of 40.5¢/mile but not to exceed the maximum amount required under Delaware law. Ms. Thompson seconded the motion. After unanimous approval was given from the members present by voice vote, the motion was carried.

B. ACTUARY COMMITTEE REPORT

On April 19, 2005, the Authority accepted Dr. Arnold's proposal with respect to the actuarial work to be performed. In December of 2004, Dr. Arnold submitted a proposed Letter Agreement that outlined the terms and conditions of his employment. After the Authority voted to hire Dr. Arnold, Mr. Denman sent Dr. Arnold a redlined copy of his Letter Agreement with a few suggested changes. Dr. Arnold accepted the changes made to the Letter Agreement. Mr. Denman circulated copies of the redlined Letter Agreement to the Authority. Dr. Arnold will provide his report no later than July 31, 2005. A motion was made by Mr. Heisler and seconded by Mr. Reed to have Chairman Class sign the Letter Agreement and to pay Dr. Arnold's retainer in the amount of \$4,200.00. After unanimous approval was given from the members present by voice vote, and after written approval was given by Vice-Chairperson Terri Rock, Ed Speraw and Sue Laushey, the motion was carried.

IV. NEW BUSINESS:

A. APPLICATIONS FOR BENEFITS

Mr. Denman presented the following pending applications:

David A. Pastic – Ms. Thompson made a motion to approve Mr. Pastic's application for relocation benefits in the amount of \$8,000.00. Mr. Reed seconded the motion. After unanimous approval was given from the members present by voice vote, and after written approval was given by Vice-Chairperson Terri Rock, Ed Speraw and Sue Laushey, the motion was carried.

Raymond J. Panaro – Ms. Thompson made a motion to approve Mr. Panaro's application for abandonment benefits in the amount of \$1,500.00. Mr. Reed seconded the motion. After unanimous approval was given from the members present by voice vote, and after written approval was given by Vice-Chairperson Terri Rock, Ed Speraw and Sue Laushey, the motion was carried.

Lannie W. Stanley, Jr. – Mr. Reed made a motion to approve Mr. Stanley's application for relocation benefits in the amount of \$7,080.00. Mr. Fuchs seconded the motion. After unanimous approval was given from the members present by voice vote, and after written approval was given by Vice-Chairperson Terri Rock, Ed Speraw and Sue Laushey, the motion was carried.

John and Gloria Gifford – Ms. Thompson made a motion to approve Mr. and Mrs. Gifford's application for relocation benefits in the amount of \$4,000.00. Mr. Fuchs seconded the motion. After unanimous approval was given from the members present by voice vote, and after written approval was given by Vice-Chairperson Terri Rock, Ed Speraw and Sue Laushey, the motion was carried.

B. FINANCIAL REPORT

Dane Listug-Lunde distributed a Financial Summary which was reviewed by the Authority. Ms. Thompson made a motion to approve the financial summary as submitted and, in addition, to transfer \$20,000.00 from the Trust Account to the Operating Account for the purpose of paying bills. Mr. Reed seconded the motion. After unanimous approval was given from the members present by voice vote, and after written approval was given by Vice-Chairperson Terri Rock, Ed Speraw and Sue Laushey, the motion was carried.

V. ADJOURNMENT:

As there was no further business before the Board, a motion for adjournment was made by Chairman Class and seconded by Mr. Heisler. After unanimous approval was given from the members present by voice vote, the motion was carried.

Respectfully submitted by:
Nancy C. Smith, Paralegal
Parkowski, Guerke & Swayze, P.A.

Nancy C. Smith

From: "Terri Rock" <terri@coolbranch.com>
To: "Nancy C. Smith" <nsmith@pgslegal.com>; <wdenman@pgslegal.com>
Sent: Monday, May 23, 2005 11:35 AM
Subject: Re: DMHRA

Hi Bill and Nancy,
If the sun shines and the creek doesn't rise(just kidding) I will be at the next meeting.
You have my approval on all items 1-6.
Thanks for keeping me posted.

Terri

Nancy C. Smith wrote:

Dear Terri, Sue, Ed and Ray,

At the Board meeting today, the five board members present authorized the payments set forth below. Please advise Bill Denman via return e-mail (wdenman@pgslegal.com) whether or not you approve of the payments. Attached in .pdf format are the applications for benefits. Also attached is a copy of Dr. Arnold's redlined contract.

1. **David A. Pastic Application** - Mr. Pastic will be moving his double wide from Victorian Village to Pinewood Acres. The amount requested is \$8,000.00. Marshall and Bailey has agreed to move the home for \$8,000.00.

2. **Raymond J. Panaro Application** - Mr. Panaro's home is located at Morris Mills, a/k/a Dogwood Mobile Home Park. He has elected to abandon his single wide home, and is requesting the abandonment payment in the amount of \$1,500.00.

3. **Lannie W. Stanley, Jr. Application** - Mr. Stanley is moving his double wide from Victorian Village to Dover Air Park. The amount requested is \$7,080.00, which includes Marshall & Bailey charges of \$6,400 and Electric Hookup charges of \$680.00.

4. **John and Gloria Gifford Application** - Mr. and Mrs. Gifford are moving their single wide from Victorian Village to Pinewood Acres. The amount requested is \$4,000.00, the contract price of Marshall & Bailey.

5. **Dr. Michael A. Arnold** - The Board previously approved retaining Dr. Arnold to perform certain studies. Attached is a copy of his letter contract. The Board has approved issuing a check to him in the amount of \$4,200.00, representing the initial retainer required under the contract.

6. **Transfer of Funds** - The Board approved a transfer of \$20,000.00 from the Trust Account to the Operating Account for the purpose of paying bills from Falcidian, McBride-Shopa and Parkowski, Guerke & Swayze.

5/26/2005

Nancy C. Smith

From: <Esperaw@aol.com>
To: <nsmith@pgslegal.com>; <wdenman@pgslegal.com>
Sent: Friday, May 20, 2005 12:08 PM
Subject: Re: DMHRA

Bill

I am in agreement with payments as outlined.

Thank You,
Ed Speraw

5/26/2005

William A. Denman

From: "Sue Laushey aka (Hehman)" <sueperclean@yahoo.com>
To: <wdenman@pgslegal.com>
Sent: Friday, May 20, 2005 2:04 PM
Subject: Approval of Releasing Funds

If all of the applications that were presented to me via e-mail, from the May meeting, to review, have the substantiated detail of receipting, I see no reason not to approve them. Sorry I missed the meeting. I had to work. Sue Laushey aka Hehman

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